



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title:	CORRECTIONS FACILITY ADMINISTRATOR
Jurisdictional Class:	Non-Competitive #
Civil Division:	County - Jail
Adoption:	CSM 4/13/94
Revised:	CSM 10/13/1999; 1/10/07; 08/12/09

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative and supervisory position involving responsibility for maintaining the safety and security of staff and property, as well as overseeing the care, custody and well-being of inmates in the Cayuga County Correction Facility. Corrections Administrator is the highest ranking officer in the custody facility and the incumbent is responsible to ensure that all shifts and posts are properly staffed by Corrections Officers. Subordinate Correction Sergeants function as shift supervisors to ensure compliance with facility operating rules and regulations. Additionally, the incumbent develops and implements an on-the-job training program for subordinate staff to both orient new personnel and improve skills of existing staff. The work is performed under general direction of the Sheriff and Undersheriff with leeway allowed for exercise of independent judgment in carrying out details of the work. This class differs from that of Correction Lieutenant by virtue of increased supervisory and overall facility security responsibilities. Supervision is exercised over the work of Correction Lieutenant, Correction Sergeants and Correction Officers. Supervision may also be exercised over the law enforcement division in the absence of the Sheriff and Under-Sheriff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises facility and forensic unit operation by issuing orders and disseminating required information to subordinate correction staff to ensure a secure facility at all times;
- Oversees and coordinates social, educational and recreational activities and programs for facility inmates;
- Oversees the assignment of staff for the supervision of assigned work details;
- Observes and supervises subordinate correctional staff in performance of their duties by making periodic rounds of the facility;
- Assigns the facility security staff to specific areas and/or tasks and establishes controls to determine compliance with directives;
- Performs employee appraisals on correction staff, reviews marginal employees and counsels them in an effort to improve performance;
- Adapts and develops new or revised practices for security, inmate custody and control in response to changing situations in the facility by evaluation of problems by on-site inspection and consultation with employees;
- Formulates facility procedures for control of contraband and orders searches as required;
- Oversees the safe and secure transport of inmates from the County facility to the State correctional institutions and courts;
- Develops security plans for the facility including access, issuance and use of keys, weapons, and other equipment;
- Develops procedures to facilitate employee training, use of weapons, chemical restraining agents and other safety and emergency equipment;

TYPICAL WORK ACTIVITIES, continued:

Prepares the department budget dealing with security program aspects by projecting personnel and equipment needs;
Oversees the preparation of the billing for housing of inmates and associated cost to proper government agency;
Prepares a variety of records and reports;
May supervise the law enforcement division in the absence of the Sheriff and Under-Sheriff.
Performs a variety of related duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the rules, regulations, and requirements of the Correction Law governing the treatment of inmates, safety and security of the facility and department employees;
Comprehensive knowledge of the layout and location of security personnel post assignments throughout the facility;
Thorough knowledge of the problems of correction facility inmate supervision;
Thorough knowledge of search and frisk methods;
Thorough knowledge of the proper function and correction facility security equipment, devices and safe use of chemical restraining agents;
Thorough knowledge of the use of defensive and restraining physical techniques;
Thorough knowledge of budgeting process to identify and support personnel and equipment needs for a security facility program;
Ability to use an alphanumeric keyboard to enter and retrieve data;
Ability to learn and use department software programs to complete reports and evaluations.
Ability to plan for and train subordinate corrections staff in work type situations;
Ability to read, understand and interpret reports, rules and regulations governing the operation of a correction facility;
Ability to take charge and determine appropriate action in emergency situations;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A)** Graduation from a regionally accredited or New York State registered 2-year college with an Associate's Degree in Corrections, Correction Technology, Correction Practices, Correction Rehabilitation, Correction Science, Correction Administration, Criminal Justice, Police Science or closely related field **AND** three (3) years of supervisory level experience in a Federal, State or Local Correctional Facility or Police Agency; **OR**
- (B)** Graduation from High School or possession of an accredited High School Equivalency Diploma, **AND** five (5) years of experience as a Corrections Officer or Police Officer with a Federal, State or Local agency, three (3) years of which must be supervisory level experience; **OR**
- (C)** Four years as a Sheriff Custody Captain or six years as a Sheriff Custody Lieutenant
- (D)** An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.